

**Ex. TT**

**FOR OFFICIAL USE ONLY****REGION CASE REVIEW CHECKLIST**

<b>File Number:</b>	<b>Reviewer:</b>		
<b>Date of Review:</b>			
<b>A. ADMINISTRATIVE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Deco or SACs/ASACs conducted monthly case review to ensure progress and investigative sufficiency using the AFOSI investigative sufficiency checklist or a more comprehensive region-approved checklist as a guide for the review. (AFOSIMAN 71-121, para 4.9.1. and 4.9.1.1.)			
2. Internal Data Page (IDP) section contains the following information: (AFOSIMAN 71-121, para 6.13.)			
a. If there is a release of an AFOSI investigation to another agency not listed in the ROI distribution section.			
b. A local agency gives permission to incorporate their information into the ROI.			
c. The investigation involves sensitive information such as command pressure.			
d. An investigation involves the Family Liaison Program (FLP).			
e. The investigation involved system and program weaknesses that contributed to the case			
f. There is a gap of more than seven (7) calendar days between investigative steps.			
g. A logical investigative step is not conducted or could not be conducted.			
h. An individual was offered but declined to take a Psycho physiological Detection of Deception Examination.			

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<b>B. INVESTIGATIVE SUFFICIENCY</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Investigation meets investigative AFOSI purview. (AFI 71-101V1)			
2. Upon initiating an investigation, consulted with servicing legal officials, military and/or civilian, to discuss the nature and severity of the alleged crime. (AFOSIMAN 71-121, para 3.1)			
3. Local commander(s) notified in writing of the initiation of AFOSI investigation(s)? (AFI 71-101V1, para 1.1.1.)			
4. Identify all agents by name conducting a particular investigative lead in narrative write-ups. (AFOSIMAN 71-121, para 4.2.4.)			
5. Identified multiple subjects and/or victims throughout activities using the respective term "SUBJECT" or "VICTIM" followed by their last name. (AFOSIMAN 71-121, para 4.2.5. and 4.2.6.)			
6. The expression "negative results" is not used in any activities. (AFOSIMAN 71-121, para 4.3.)			
7. Headquarters and field units completed leads within 20 calendar days of receipt; if not completed within the 20 calendars, an explanation is provided in the IDP. (AFOSIMAN 71-121, para 4.5.1.)			
8. Detco/SAC or his or her designee coordinated rape investigation with the servicing FSC. (AFOSIMAN 71-122, para 2.12.3.1.1.)			
9. Detco/SAC or his or her designee coordinated child sexual investigation with the servicing FSC. (AFOSIMAN 71-122, para 2.12.4.1.1.)			
10. Financial records obtained in accordance with AFOSI guidance. (AFOSIMAN 71-122, Chapter 14)			

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<b>C. RECORDS CHECK</b>				<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Records checks on subject or victim checked prior to interview or document circumstances in the IDP. (AFOSIMAN 71-121, para 3.5.)						
2. Identified the name of the custodian and the location of the records that provided information for records check of value to the investigation (AFOSIMAN 71-121, para 4.2.8.)						

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<b>D. INTERVIEWS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. High profile case subject interviews coordinated with HQ AFOSI/XO and JA. (AFOSIMAN 71-118, para 5.6.1.)			
2. Rights advisement reported as a fact in the narrative field of the insert. (AFOSIMAN 71-121, para 4.1.5.1.)			
3. If subject invokes his or her rights, the interview was stopped and subject(s) first sergeant, commander and/or supervisor was notified of subject's invocation of rights. (AFOSIMAN 71-118, para 5.7.9.)			
4. Juvenile subject interviews coordinated with servicing SJA and investigative agency having jurisdiction over the juvenile and/or crime. (AFOSIMAN 71-118, para 5.8.7.2)			
5. Permission from parent, legal guardian, or custodian obtained before juvenile witness interview unless one of the parents is a subject of an investigation involving a crime against a child. (AFOSIMAN 71-118V4, para 5.11.1.)			
6. DD Form 2701, Initial Information for Victims and Witnesses of a Crime, provided to victim(s) and annotated in IDP. (AFOSIMAN 71-118V4, para 5.12.1.9.)			
7. Consulted with servicing SJA before audio or video taping a child interview (AFOSIMAN 71-118V4, para 5.19.1.4.)			

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E. SPECIALIZED TECHNIQUES	Y	N	N/A
1. Physical Lineups include the suspect and at least five other people of similar characteristics. (AFOSIMAN 71-118, para 6.3.1.1.)			
2. Photographic lineups include a photograph of the subject and at least five other people of similar characteristics. (AFOSIMAN 71-118, para 6.3.2.1.)			
3. Statement obtained from witness who identified suspect of physical lineup via videotaping. (AFOSIMAN 71-118V4, para 6.3.2.5.)			

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<b>F. SEARCH AND SEIZURE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Search and seizure authorization obtained? (AFOSIMAN 71-118V4, para 2.4.)			
2. Military search authorization?			
a. Consulted with local SJA regarding probable cause? (AFOSIMAN 71-118V4, para 2.4.4.1.)			
b. Written authorization obtained using AF Form 1176, Authority to Search and Seize, and affidavit (AFOSIMAN 71-118V4, para 2.4.4.1.)			
c. Verbal military search authorization documentation presented to authorizing official NLT 1 calendar day after the search (AFOSIMAN 71-118V4, para 2.4.4.2.3.)			
3. Civilian search warrant?			
a. Sworn affidavit provided to judge (AFOSIMAN 71-118V4, para 2.4.5.)			
b. Obtained concurrence of the appropriate US Attorney's office before requesting a civilian search warrant (AFOSIMAN 71-118V4, para 2.4.5.1.)			
4. Consent?			
a. Individual authorized to give consent? (AFOSIMAN 71-118V4, para 2.6)			
b. Attempt to obtain written consent for search made? (AFOSIMAN 71-118V4, para 2.6.1.3.)			

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<b>G. EVIDENCE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. When shipping evidence, USPS registration number, tracking number or BII C accountable container number entered in the "purpose" block of the AF Form 52, Evidence Tag? (AFOSIMAN 71-118V4, para 3.13.3)			
2. Hair sample testing for drugs were coordinated with servicing FSC and SJA, were specifically requested, documented in ROI. (AFOSIMAN 71-118V4, para 3.24.2.)			
3. Original forged checks document(s) obtained as evidence? (AFOSIMAN 71-118V, para 3.24.1)			
4. For forged checks investigations, major case prints from cashier, others handling the document obtained (AFOSIMAN 71-118V4, para 3.24.2)			
5. For forged checks investigations, major case prints and handwriting exemplars from the payee, signatory, and suspect obtained. (AFOSIMAN 71-118V4, para 3.24.3.)			

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<b>H. CASE QUALITY</b>				<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Investigative sufficiency						
a. Were appropriate investigative steps taken and documented?						
b. Are there outstanding investigative questions that should be answered to improve the quality of this product?						
2. Professionalism						
a. Is the writing style professional and are ideas clearly expressed?						
b. Does the report contain appropriate and correct grammar, spelling, and punctuation?						
c. Is this an unbiased report?						
3. Timeliness						
a. Did the investigation meet the timeliness target for the sub-capability?						
b. Were discrepancies and large gaps explained in the IDP?						
c. Case specific: Sexual Assault Kits sent to the lab in timely fashion, etc.						
4. Compliance with current policy						
a. Are appropriate items annotated in the IDP?						
b. Were appropriate specialty services contacted and utilized? (FSC, Polygraph, Tech, CCI)						
c. Does this investigation fall within AFOSI's investigative purview?						
5. Data Integrity						
a. Have all activities been properly associated, disposition screen properly annotated, participant data filled in, participants confirmed, necessary reports attached in I2MS?						
b. Do the work-hours assigned to this investigation appear appropriate?						

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**I. REVIEWER'S REMARKS:**

[illegible]

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